

IMMEDIATE NEED REQUEST
2022-2023

APPROVED
President's Cabinet

July 11, 2023

Martha Garcia
MT. SAC
Mt. San Antonio College

Requested by: (Unit, Department, Division or Vice President)					
		Date to VP:			
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Office of Instruction	Date to Cabinet: 12/6/22			
Division:	Instruction	Outcome:			
Vice President:	Kelly Fowler				
Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Increase to budget for meals, entry fees, lodging, and transportation for various championships.	Due to the significant increase in costs associated with travel, including transportation, and the success of Mt. SAC teams and the success of our vocal groups, the STARS funding has been depleted. The current deficit is \$30,000. We are requesting funds to ensure the account may be closed out in the 22/23 fiscal year		\$30,000		
Account Number(s):	11200-900200-523000-000000				
2.					
Account Number(s):					

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc.
Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.